

# **SUSSEX COUNTY AIRPORT ADVISORY COMMITTEE**

## **Meeting Minutes**

May 23, 2012

### **Opening:**

The regular meeting of the Sussex County Airport Advisory Committee was called to order at approximately 6:05 p.m. on May 23, 2012, at Sussex County Emergency Operations Center, by Chairman, Jeff Reed.

### **Advisory Committee Members Present:**

Todd Lawson, Sussex County Administrator

Mike Izzo, Sussex County Engineer

Julie Wheatley, Director, Sussex County Economic Development

Garrett Dernoga

Larry Kelley

Jeff Reed

Robert E. Young

Jim Hickin, Sussex County Airport (Non-member)

### **Advisory Committee Members Absent:**

Honorable Sam Wilson, County Council

Rick Garner

Mark Ryan

Richard Wilson

### **1. Approval of Agenda**

A Motion was made by Mike Izzo, seconded by Bob Young, to approve the agenda as distributed. The agenda was unanimously approved by consent.

### **2. Approval of Minutes**

A Motion was made by Mike Izzo, seconded by Larry Kelley, to approve the minutes of the March 28, 2012 meeting as distributed. The minutes were unanimously approved by consent.

### **3. Declaration of any letters, opinions or other guidance from outside the Advisory Committee presently or in the past**

The insurance matrix was the only handout presented. Larry Kelley expressed a thank you for receiving documents in advance of the meeting for review.

### **4. Public Comments**

Jeff Reed asked the committee to introduce themselves to the guests that were present for the meeting. Todd Lawson introduced the guests to the committee. The guests included Louise Thompson-Insurance Analyst for Sussex County, Susie Webb, County Finance Director, Everett Moore of Moore & Rutt, Sussex County Council's legal counsel, and Scott Agar, of Insurance Buyers Council, Sussex County's insurance consultant. Also

introduced were Everett Bennett and John Reichert who were the attendees from the public.

Everett Bennett commented about his presentation at the last Airport Advisory Committee meeting. He commented on the statements that the committee made regarding the presentation and comments being inappropriate.

Jeff Reed advised Mr. Bennett that the Airport Advisory Committee does not have the authority to make changes in his argument with the County. The public comments need to be fair, honest and should maintain the focus of the airport. Mr. Bennett stated that he feels that the action taken against him will affect the entire airport.

## **5. Airport Policies – Minimum Standards**

Jim opened the discussion by stating the committee has now developed a complete document although it hasn't been approved yet. Jim read over the various sections of the Minimum Standards document for clarification of wording. Jim will prepare a document with all corrections that will be emailed to the committee prior to the next meeting.

Section 1.3.1 Review and Update- It was decided to leave the Review and Update by the County to 36 months. However a motion was made by Larry Kelley, and seconded by Mike Izzo for the Advisory Committee to review the Minimum Standards in 16 months after the document is adopted. Motion passed with unanimous approval.

Section 5.1.1 Aircraft Rental Operator wording provided by Julie Wheatley and accepted by the committee.

Section 9.2.3 Air Charter or Air Taxi Operator- Section added for clarification on FAA Certified Commercial Pilot rating. Motion was made by Larry Kelley, and seconded by Bob Young to accept language for this section. Motion passed with unanimous approval.

Section 10.2 Committee ok with the wording.

A motion was made by Larry Kelley, and seconded by Todd Lawson to accept all changes and new wording in the document, up to the insurance requirements.

At this time Todd Lawson began the discussion on the insurance matrix. Todd informed the committee that County personnel and insurance consultants had met on April 16, 2012 and had formed the insurance matrix recommendations. Scott Agar explained to the committee what the various policy types were and the insurance requirements. Discussion continued on clarification on types of insurances and intentions.

Jim Hickin informed committee that in regards to hangar keepers insurance, that if an operator thinks the coverage amounts are too excessive a risk analysis can be done where consideration of type of aircraft and other factors would be considered to result in a

reasonable requirement. This amount would have to have the approval of the County Administrator.

Jim Hickin stated that the document was basically complete with the conclusion of the discussion on the insurance section. Jim will incorporate and email the document as accepted by the committee before the next meeting for committee review. The committee is expecting to take action on the document at the next meeting. After some discussion regarding committee members emailing each other outside of the meeting, it was the opinion of Everett Moore, County Attorney, that it is appropriate for the committee members to share documents and correspondence as long as voting or decisions were not made via this manner.

## **6. Guidelines for Public Comment**

The Chairman will announce at the beginning of each meeting that a sign-in sheet is there for the public to sign in should they desire to speak during the Public Comment section. It was also suggested to move Public Comment to the end of the agenda to allow the speakers to comment on any agenda items at the meeting.

Susan will prepare a Sign in Sheet form with the rules listed at the bottom of the sheet for the next meeting in June. The committee will review the form and/or approve it at that time. The committee has decided to use the following guidelines for public comments:

1. Any person wishing to speak during Public Comment section must sign in and list the topic they will be discussing.
2. Comments will be limited to three (3) minutes and must be pertinent to the committee and within the jurisdiction of the committee. If a lengthier discussion is desired by the committee or the individual, it can be requested to the chairman to be an agenda item for a future meeting.
3. The County will buy a timer to be monitored during the comments.
4. Any written handouts must be in sufficient numbers for all members of the committee plus one to be incorporated in the record.

It was suggested to move "Public Comment Form Approval" to the beginning of the agenda for the next meeting.

A Motion by Larry Kelley, seconded by Mike Izzo, for the Recording Secretary to have a form designed with the guidelines discussed by the committee members and the County's legal counsel regarding Public Comments, to be available for the next meeting for discussion and approval. Motion passed with unanimous approval.

## **7. Emergency Response**

Rick Garner was not at the meeting. Jeff Reed stated that Rick had made contact with past point of contact with the Georgetown Fire Company and that person is no longer in charge of training. There is nothing new to report on this issue.

## **8. Wings & Wheels Update**

Larry Kelley informed the committee that there was nothing new to report as he was unable to attend last meeting. The next meeting will be Thursday, May 24<sup>th</sup>. The date of the event is October 6, 2012, with a rain date of October 7, 2012.

## **9. Wildlife Management Update**

Jim Hickin advised the committee that he hasn't seen a lot of deer or geese that we've normally seen in the past.

Vultures: There are proposed funds in the next budget year to address one of the water areas that the vultures seem to like.

Part of the runway extension project will be to remove trees from approximately four acres which should get rid of some deer habitat.

Jeff Reed said he hasn't heard anything from Pilots Group about the wildlife and he hasn't personally seen anything lately either.

## **10. Airport Update**

Jim Hickin discussed the following updates:

- A. Taxiway A Rehabilitation: The project is almost complete. The project ran over a few days for construction. There are a couple low spots that need to be fixed which will be a one day fix. The permanent markings will be done in thirty days.
- B. Taxiway B (old 13-31): Will start after July 4<sup>th</sup> and will be a two month project. Jim will send emails out and post NOTAMS.
- C. Runway 4-22 Extension: Bids were opened May 18, 2012. The apparent low bidder was Mumford & Miller with a \$3.1 million bid. Construction is expected to begin in August, 2012. This project includes thirty-eight (38) acres of tree clearing, obstruction removal, new runway edge lighting for Runway 4-22 to be converted to LED lighting, and displacing thresholds. Also the beginning of the MALS system out to Park Avenue.

### **D. Rudder Lane-**

Pole Barn Building- Mike Izzo commented that the Pole Barn that will be on Rudder Lane is being bid out. It will house county equipment.

Rudder Lane drainage project is complete.

Deltech Power Plant building- The project is moving forward. It is to be located next to the Solar Panels.

- E. Concrete Replacement- Half of the concrete ramp will be patched in the area of the tiedowns.
- F. Jeff Reed asked about the status of the additional 500' feet runway extension. Jim Hickin said we are waiting on DelDOT to tell us when they are moving the road. Mike Izzo stated that DelDOT is supposed to request money in the Bond Bill for the project.

**11. Meeting Schedule**

It was decided to keep the meeting schedule as it is and to keep the time at 6 p.m. The summer schedule will be discussed at June's meeting.

**12. Next Meeting Date**

The next meeting will be held on Wednesday, June 27, 2012 at 6 p.m. at the Emergency Operations Center, Georgetown, Delaware.

A motion to adjourn was made by Larry Kelley, Seconded by Garrett Dernoga. The meeting adjourned at 7:34 P.M.

Minutes respectfully submitted by:

Susan Wise, Clerk III Technician  
Sussex County Airport